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## Office Memorandum • UNITED STATES GOVERNMENT

TO : ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS DATE: 22 October 1948

FROM : DEPUTY EXECUTIVE FOR PERSONNEL AND ADMINISTRATION *file*

SUBJECT: Functions of Security Division, Personnel and Administrative Branch

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1. The functions of the Security Division, Personnel and Administrative Branch, are outlined below in accordance with your request and for your approval.

2. Attached is a revised organization chart covering the Security Division.

3. The functions and chart were prepared as a result of two meetings held with Col. Barton, [REDACTED] and [REDACTED]

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Deputy Executive for Personnel  
and Administration

Attachments

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Name: [REDACTED]

Date: 7/23/65

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SECURITY DIVISION

The Security Division, P & A, CIG, is responsible to the Director of Central Intelligence for the security of all domestic CIG installations and the investigation and security clearance of all personnel recruited by, or assigned to, the Central Intelligence Group. This responsibility will include the presentation of matters requiring policy decision regarding security, to the Assistant Director for the Office of Security, and the publication of necessary regulations and orders to properly carry out the policy of the Director of Central Intelligence. It will maintain a staff to enforce the security regulations and policies as published to insure the maintenance of a high degree of security of installations and personnel; this to include the maintenance of an investigative staff to perform undercover investigations of personnel who are to function in a covert capacity, and to perform such other investigations as the Director of Central Intelligence may direct.

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## FUNCTIONS OF THE SPECIAL SECURITY SECTION

## SECURITY DIVISION

In accordance with the established policies of the Central Intelligence Group and subject to the administrative direction of the Chief, Security Division, and the operational direction of the Chief, Projects-Support Division, P-2, and the Assistant Director for Special Operations, the Chief, Special Security Section, shall be responsible for the following as pertains to this office:

- a. Physical security of all installations, property and records.
- b. Investigating and evaluating the integrity of all personnel on a continuing basis.
- c. To perform such other investigations as may be necessary for all CIG activities.
- d. Interviewing and indoctrinating new employees, overseas returnees, couriers, overseas dependents, and all personnel in the process of terminating employment with S.O. regarding security requirements.
- e. Final recommendations on the grounds of security as to employment by, continuance with, or severance from S.O. of all personnel.
- f. Investigating security violations and recommending appropriate disciplinary steps.

*f.m. P.S.D.*  
The Chief, Special Security Section, when directed will make inspections of the security of foreign installations, after coordination with the Control Division.

*+ The office of S.O. will be supported by the Special Security Section Security Division under Chief Project Support Div, P-2*

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## FUNCTIONS OF THE STAFF SECURITY SECTION

## SECURITY DIVISION

In accordance with the established policies of the Central Intelligence Group and subject to the operational direction of the Executive for Personnel and Administration and the Chief, Security Division, the Chief, Staff Security Section, shall be responsible for the following CIG security matters, with the exception of matters pertaining to Special Operations:

- a. Physical security of all installations, property and records.
- b. Investigating and evaluating the integrity of all personnel on a continuing basis.
- c. Interviewing and indoctrinating new employees and employees in the process of terminating employment with CIG regarding security requirements.
- d. Final recommendations on the grounds of security as to employment by, continuance with, or severance from CIG of all personnel.
- e. Investigating security violations and recommending appropriate disciplinary steps.

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